



HOLY TRINITY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
SEATON CAREW

ADMISSION POLICY : for Admissions in September 2017

The Governing Body of Holy Trinity Church of England (Aided) Primary School is the Admissions Authority for this school.

The Governing Body intends to admit up to 30 pupils to the Reception year group in September 2017.

This arrangement follows consultation between the Governing Body, the Local Authority, all other schools in the areas and all other Admission Authorities in the area.

Applications for admission must be made on the Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Education Authority.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.”

Further information and advice on the admission of summer born children is available from the School Admissions Team at Hartlepool Borough Council.

All places will be allocated on the national offer day of 16th April 2017.

Late Applications: Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

Places will be allocated, in the first instance, to those children with a statement of special educational needs or education, health and care (ONE) plan where the school is named as the most appropriate educational setting for the child. Where there are insufficient places available to meet all parental preferences, governors will allocate the remaining places on the basis of **equal preference** and priority will be given to applications in the following order:

1. Looked After Children and previously Looked After Children.

2. Siblings of children currently in the school. Parents should note that “current” means that your older child must still be in the school at the point when your younger child enters it.

3. Children and or parent/s who are at the heart of Holy Trinity Church , Seaton Carew and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office). *

If seeking admission under this criteria, applicants **must** provide a **written reference** from the Vicar to support their application.*

4. Children and/or parent/s who are at the heart another Christian Church (affiliated to Churches Together in England) and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office).

If seeking admission under this criteria, applicants **must** provide a **written reference** from their minister to support their application.

5. Other Children whose parents wish them to be educated at Holy Trinity Church of England Primary School.

Transfer:

Parents who wish their child to transfer to Holy Trinity Church of England (Aided) Primary School, at any time other than the beginning of primary education, should contact the school. Should there be space in the school the Governors will admit your child. If more requests are received than there are places available, the above criteria will apply.

Tie Breaker:

If under any criterion there are more children eligible for admission than places available in the school, distance from home to school will be used to determine the order of admission, with those closest to the school receiving priority. The distance is determined by a straight line distance measurement, from the (ordnance survey) address point for the child’s home to the (ordnance survey) address point of the school.

Appeal

Parents have a right of appeal should the school be unable to admit your child. You should contact the Chair of Governors at the school. They will make the necessary arrangements for an appeal.

Appeal where application is made outside of age range

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Ian Anderson

Chair of the Governing Body

Definitions:

1. Looked After Children

Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order **immediately after being looked after**. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify

2. Siblings of children currently in school

Sibling refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case, the child must be living in the same family unit at the same address.

3. At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must send a letter to the school informing them that you are seeking a reference from the vicar confirming that this is the case. This will enable the school to know they should expect this information from the vicar to follow in support of your application.

A parent: Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

4. At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.

A parent: Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

Important Information:

- *There will be a maximum allocation of 3 places under Category 3/4 (10% of the admission number).
- *At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.
- *The 1 year period will be calculated retrospectively from the opening date for Admissions in 2017. The Vicar will collate evidence from the Trinity Tots Register, Worship Register and his knowledge of attendance of families at Wednesday and Sunday Worship before writing a reference.
- Infant class size will be able to exceed the statutory limit, where the 31st child is a twin or multiple birth, or of an armed forces personnel. The 'excepted pupil' will be allowed for throughout Key Stage 1 or until class numbers fall back to the current size limit.

Waiting List

- Waiting lists are held in school for all year groups.
- Please contact the school to place your child's name on the waiting list.
- Names will be ranked in line with the Admission Policy criteria and oversubscription criteria.
- If a place should become available the school will write to offer a place to the highest ranked child.
- If the child does not require the place it will be offered to the next highest ranked child until the place is filled.